myInvoice https:// myinvoice.csd.disa.mil/index.html

Defense Finance and Accounting Service

Information & Technology
November 2013

myInvoice

- Web-based application developed specifically for vendors to obtain status of their invoices
- Government users also access to obtain status of vendor invoices
- Consolidates invoice information, paid and unpaid, as provided by numerous DFAS payment systems, into a central repository
- Users may query and view data, and also download information for further analysis
- To obtain assistance with myInvoice, send an email to **CCO-CASH@DFAS.MIL**
- Questions concerning payment of invoice(s) should be directed to Customer Service or the payment office

Which DFAS Systems Feed myInvoice

- AVEDS: Automated Voucher Examination and Disbursing System
- CAPS-W: Computerized Accounts Payable System – Windows
- DAI: Defense Agencies Initiative
- DEAMS: Defense Enterprise Accounting and Management System
- EBS: Enterprise Business System (formerly BSM)
- FABS: Financial Accounting and Budgeting System
- FAS: Fuels Automated System
- GFEBS: General Funds Enterprise Business System
- IAPS: Integrated Accounts Payment System
- MOCAS: Mechanization of Contract Administration Services
- MOCAS Interest Payments
- Navy ERP: Navy Enterprise Resource Planning
- SAVES: Standard Automated Voucher Examination System
- STARS-OP: Standard Accounting and Reporting System - One Pay

myInvoice Home Page

myInvoice

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- **Vendor Registration**

- **Foreign Vendor Registration**

STANDARD MANDATORY
DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Check out the "How to" Instructions link or Instructions tab for Registration instructions, Java tips and download links.

Instructions

Monday, August 05, 2013

myInvoice

| Home | Instructions | News | F.A.Q. | Links |

Instructions

Registration Instructions

- U.S. Vendor (pdf)
- Foreign Vendor (pdf)
- Government User (pdf)

System Requirements Instructions

- Getting Started in myInvoice and System Access Requirements (pdf)

- How to Change Your PIN (pdf)
- How to Retrieve Reports (pdf)
- How to Save Reports to a Spreadsheet (pdf)
- How to Save Reports to a Comma Delimited File (pdf)

Templates

- Spreadsheet Template for Vendors (MS Excel)
- Spreadsheet Template for Government Users (MS Excel)
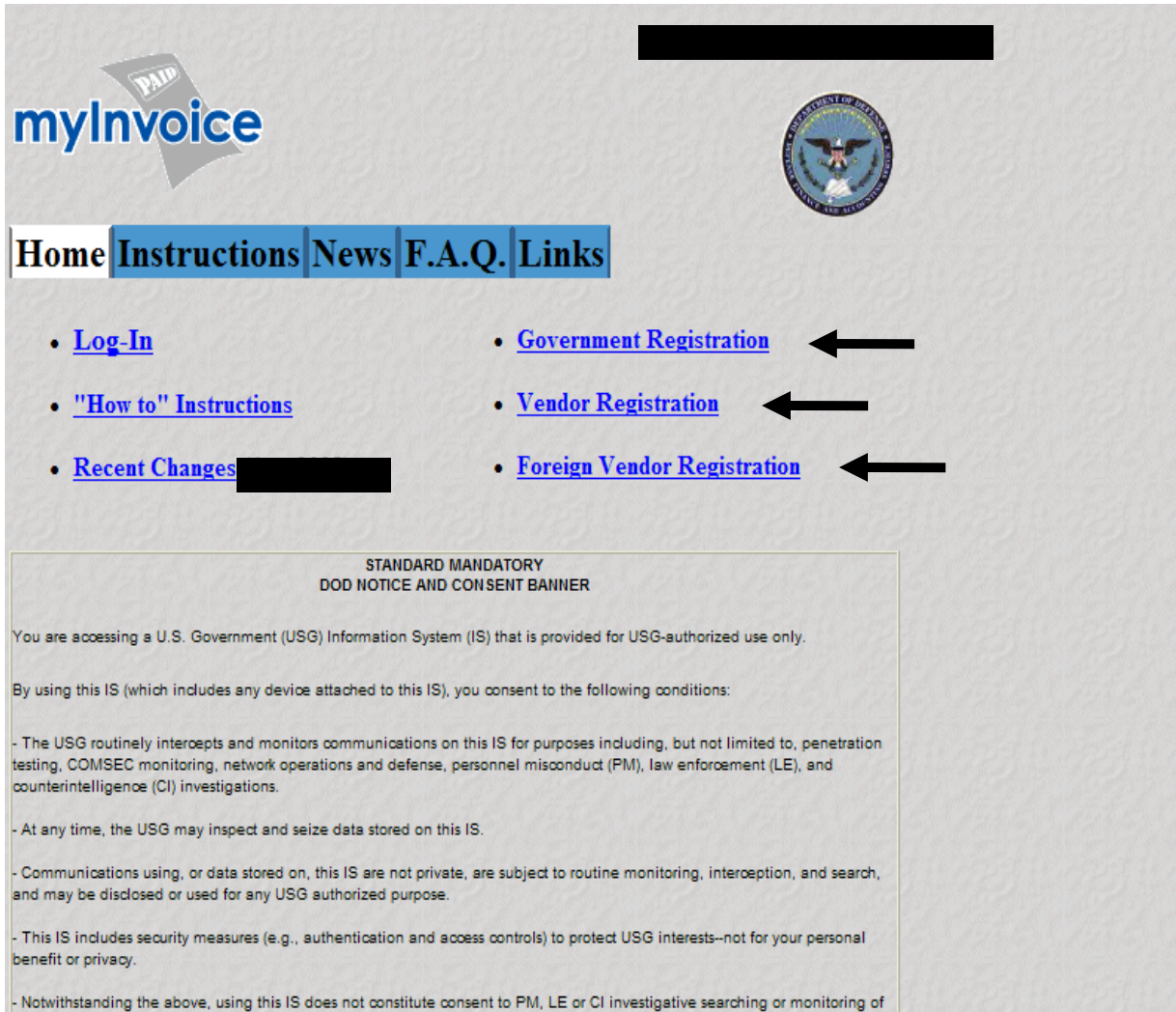
Reason/Remark Codes

- Reason and Remark Codes
- Interest
- Adjustments

Registration, Java Plug-in, and Report/Query instructions are provided on this page. Links to download Excel templates and links to various Reason Codes found in myInvoice are also provided.

myInvoice Home Page

After reviewing the instructions page, select the appropriate Registration link.

Vendor Registration Form

The "Vendor Registration" form should be used by vendors that are required to have a Tax Identification Number (TIN).

The CAGE/DUNS/TIN entered here must be the same as the CAGE/DUNS/TIN in the System for Award Management (SAM).

You must click Submit to save your entries.

File   Edit   Field   Help   Window

Vendor Registration

Registration Type*
○ New User
○ Re-registrati...

User ID*   PIN*   Confirm PIN*   Expiration Dt

Last Name*   First Name*   MI

E-mail Address*   Phone*

☐ Send Advice of Payment to e-mail address listed above.

CAGE Code   DUNS Code   TIN   Company Name

Add Record

Delete Record

Submit

Foreign Vendor Registration

The "Foreign Vendor" Registration form should be used by vendors that are not required to have a CAGE/DUNS

The CAGE/DUNS entered here must be the same as the CAGE/DUNS in the System for Award Management (SAM).

You must click Submit to save your entries.
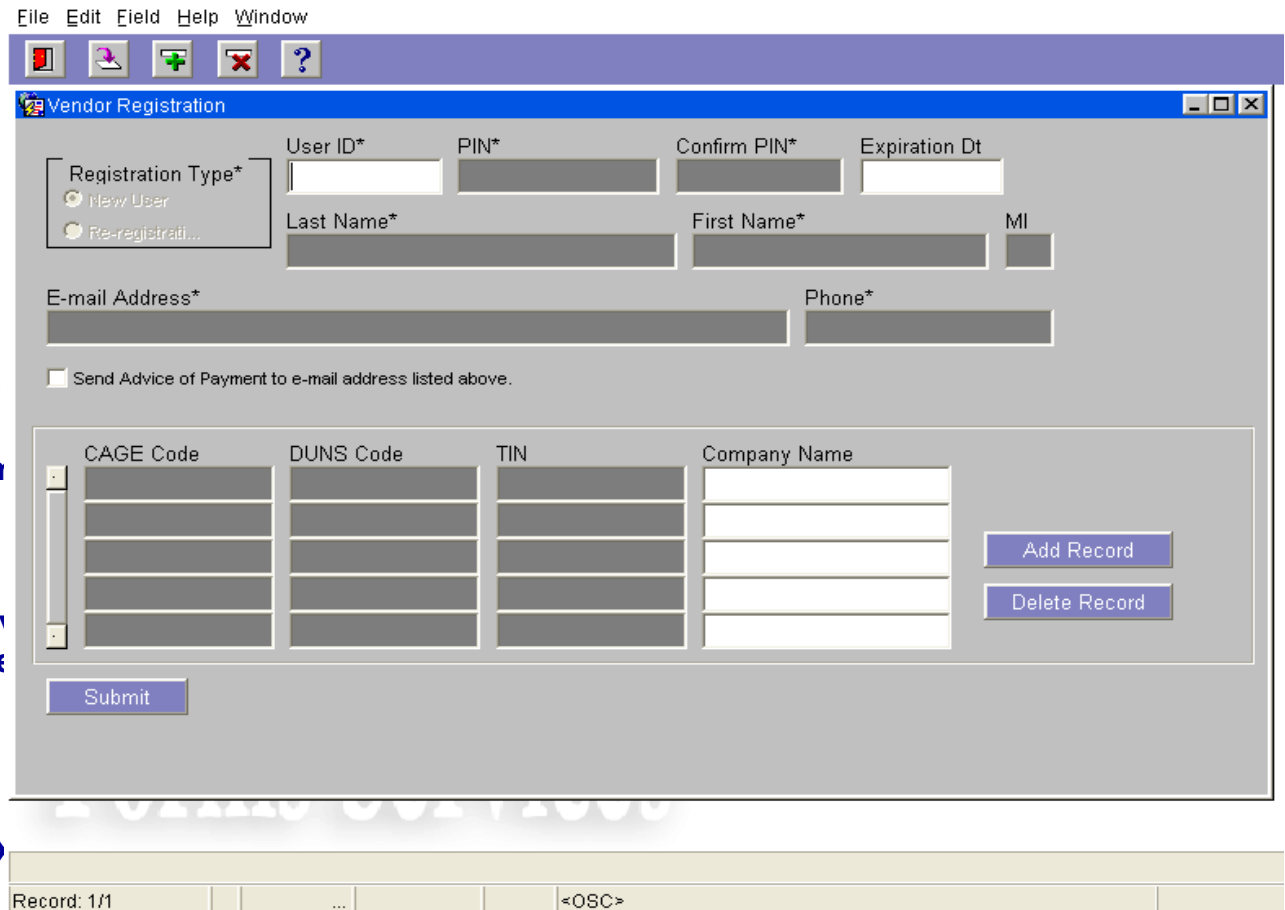
E-mail Payment Notification

ayment Notification check box

Notification of new DFAS paym
myinvoice@dfas.mil
TO: undisclosed-recipients

Our records show that you hav
payment information available
the following:

CAGE Code XXXXX
DUNS Code XXXXXXXXX
Contract Number XXXXXXXX
Call Number 0522
Invoice Number BVN0005
Shipment Number BVN0005
Invoice Amount 159.95
Payment Amount 159.95
Payment Date 15-OCT-13

Government Registration Form

File Edit Field Help Window

Government User Registration

User ID*	PIN*	Confirm PIN*	SSN/Gov't ID*	Position Title*	Expiration Dt

Last Name*   First Name*   MI   Phone*

Employee Type*
- ○ Military
- ○ DoD Employee
- ○ Other

E-mail Address (must be duty E-mail Address)*

Organization Name*

Immediate Supervisor's Name*   Supervisor's Phone*   Supervisor's E-mail Address (must be duty E-mail address)*

Reason for Access (must meet "need to know" requirements)*

Submit

Record: 1/1   <OSC>

The purpose of this registration is to verify that you are a current DoD employee. Therefore, the e-mail address must be an acceptable work address and the reason for access must meet "need to know" requirements. Registrations will be denied if the reason is something like "to do my job".

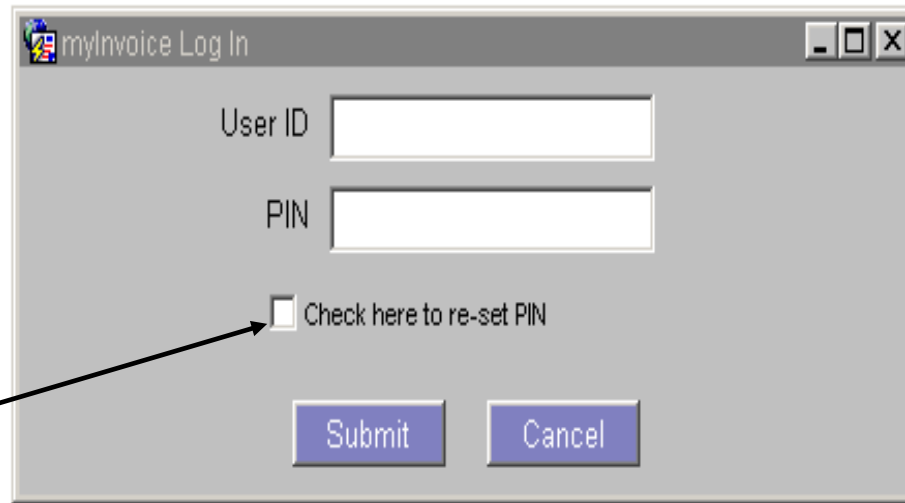**After completing the registration form click Submit.**

You will receive an e-mail in 1-3 days approving/denying your registration.

myInvoice Log-In

Enter the User ID and PIN you created and then click submit.

If you forget your PIN, enter your user ID, check this box and then click submit. Changes are limited to once every 24 hours.
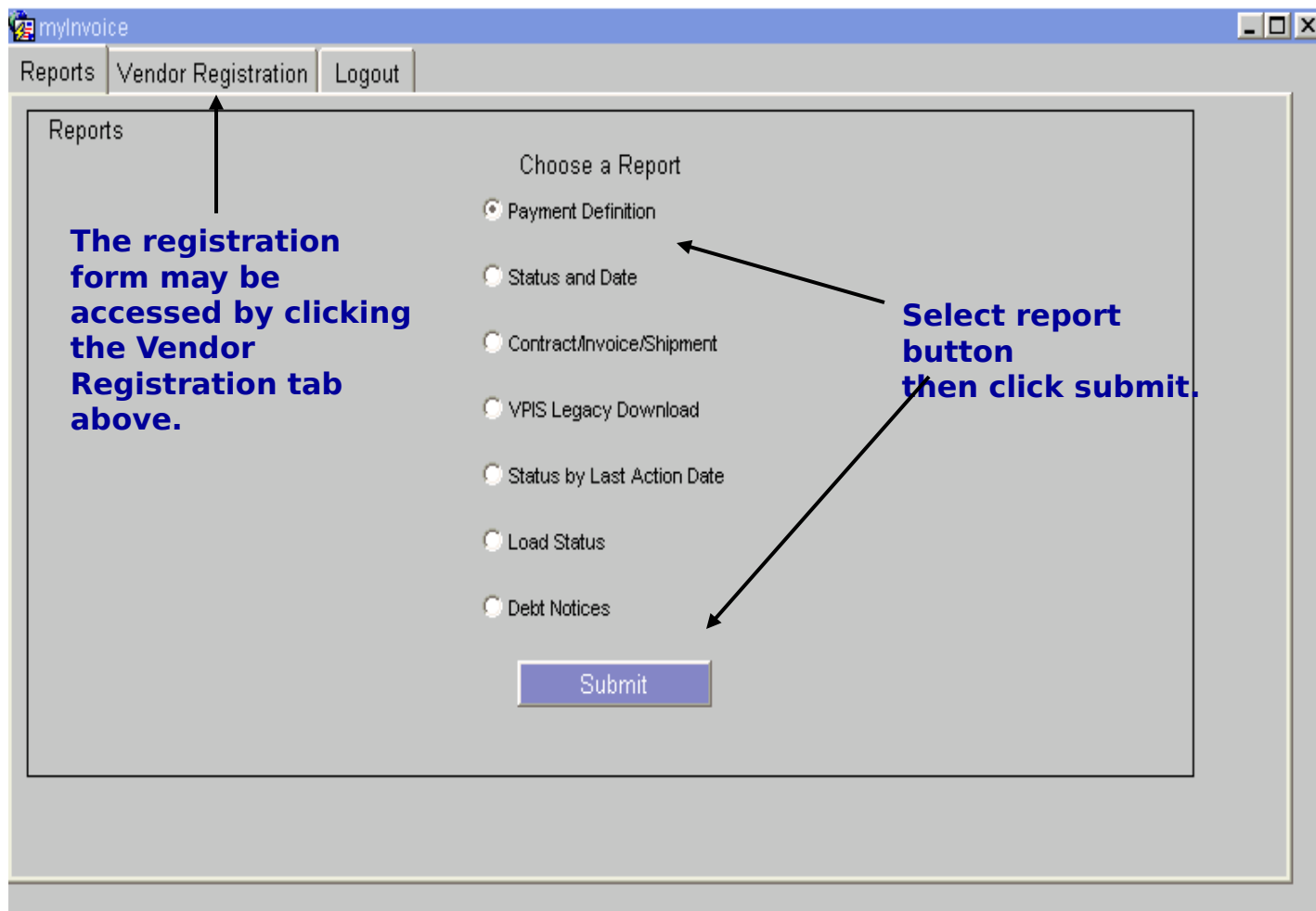
New security changes implemented effective November 8, 2013:
 - Registrations are disabled if not used for 30 days.
 - Registrations are deleted/archived after 45 days of non-use.
 - PINs expire every 60 days.

Vendor Reports/Queries

The registration form may be accessed by clicking the Vendor Registration tab above.

Select report button then click submit.

Government Reports/Queries

The registration form may be accessed by clicking the Govt Registration tab above.

Govt employees may query by contract number if the CAGE/DUNS is unknown or not on the record.

Payment Definition Report

Vendors - using the purple arrows in the middle, select CAGE(s) or DUNS to move to Report List or click on the Disable List button to key in the CAGE/DUNS. Then select payment type, enter criteria and select Summary Rpt, Detail Rpt or Download.
Govt users must key the CAGE/DUNS into the Report list.

Payment Definition Report

When the CAGE/DUNS list has been disabled, the fields under Report List are open for entry.

Report By Payment Definition - Download

Select a download format.

Report by Status and Date

Using the purple arrows in the middle, select CAGE(s) or DUNS to move to Report List or click on the Disable List button to key in the CAGE/DUNS.

Select payment status.

Select Summary Rpt, Detail Rpt or Download.

Summary Report

PAY STATUS BY CAGE REPORT

Details For All Records

Page 1 of 1
Record Count: 9

STATUS: PAID

More	PAYMENT DATE CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	44444	DDD70099DS006	44TP	442344	0001	2,135.37	2,135.37
More	11111	AAA70099AS006	11TK	111911	0001	13.40	13.40
More	22222	BBB70099BS006	22TL	221522	0001	2.24	2.24
More	33333	CCC70099CS006	33TM	3431533	0001	15.67	15.67
More	88888	III30007I3035	777G	886388	0001	45.14	45.14
More	77777	GGG04G0025		770677	ABCDEF	610.91	3,846.79
More	66666	FFFK0006F0882		660666		358.00	358.00

SUBTOTAL: 7

STATUS: RECEIVING REPORT, OBLIGATION OR COMPUTATION REQUIRED

More	PAYMENT DATE CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	77777	HHH30007H3033	777A	775077	0719	19.80	

SUBTOTAL: 1

STATUS: SCHEDULED FOR PAYMENT

More	PAYMENT DATE CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	55555	EEE30007E1554	555T	55825755	1406	11.00	

SUBTOTAL: 1

Data Availability
Vendor Pay
120 days
MOCAS & GFEBS
90 days
EBS
30 days

Detail Report

CONTRACT: ▓▓▓▓▓▓

DELIVERY ORDER:
INVOICE: 305599

SHIPMENT: ▓▓▓▓
CLIN:

ACRN:
INVOICE AMOUNT: 50,955.52

FREIGHT: 0.00
INTEREST: 0.00

DISCOUNT: 0.00
TAX WITHHELD: 0.00

ADJUSTMENT1:
ADJUSTMENT2:

INVOICE AMOUNT PAID: 50,955.52
CHECK/EFT AMOUNT: 50,955.52

INTEREST REASON:
ADJUSTMENT REASON1:

ADJUSTMENT REASON2:
CAGE: ▓▓▓▓

DUNS: ▓▓▓▓▓
ACCOUNT NUMBER: ▓▓▓▓

PAYEE NAME:
ADDRESS:

STATUS: PAID

REASON: F

REMARKS:
FUEL LIFT DATE:

QUANTITY PAID:
UNIT PRICE:

UM:
ISSUE DATE: ▓▓▓▓

RECEIVED DATE: ▓▓▓▓
ACCEPTANCE DATE:

LAST ACTION DATE: ▓▓▓▓
PAYMENT DUE DATE: ▓▓▓▓

ACTUAL PAYMENT DATE: 05/05/08
VOUCHER NUMBER: ▓▓▓▓

TRACE NUMBER: ▓▓▓▓

CHECK NUMBER:
CURRENCY: US DOLLARS

PROCESSING SITE: COLUMBUS OHIO SOUTH
DSSN:

VOUCHER REMARKS: .00 ADV PAY   .00 WITHHOLD   .00 LIQ DAMAGE   .00 PROG PAY   .00 QTY VAR

Summary Report

PAY STATUS BY CAGE REPORT

Details For All Records

STATUS: PAID

	PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More			N0002409FB009		418962		15,405.00	15,405.00
More			N0002408FB096		323682		6,306.65	6,306.65
More			W912CH09FA504		425379		119,235.60	119,235.60
More			W9124D07A0004	0007	264119		1,324.45	1,324.45
More			W911QX09F0016		437316		14,231.79	14,231.79

SUBTOTAL: 34

STATUS: PENDING

	PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More			N0018907A0057	M803	516297AA		778,707.67	0.00

SUBTOTAL: 1

STATUS: RECEIVING REPORT REQUIRED

	PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More			W912PQ09F0115		637343		4,937.78	

Data Availability
Vendor Pay
120 days
MOCAS & GFEBS
90 days

Detail Report

myInvoice Detail Report

CONTRACT: W91LV208F0113
DELIVERY ORDER:
INVOICE: 280576A
SHIPMENT:

CLIN:
ACRN:

INVOICE AMOUNT: 31,521.19
FREIGHT: 0.00

INTEREST: 54.18
DISCOUNT: 0.00

TAX WITHHELD: 0.00
ADJUSTMENT1: 0.00

ADJUSTMENT2:
INVOICE AMOUNT PAID: 31,521.19

CHECK/EFT AMOUNT: 31,575.37
INTEREST REASON: B

ADJUSTMENT REASON1:
ADJUSTMENT REASON2:

CAGE:
DUNS:

PAYEE NAME:
ADDRESS:

STATUS: PAID

REASON:
REMARKS:

FUEL LIFT DATE:
QUANTITY PAID:

UNIT PRICE:
UM:

ISSUE DATE:
RECEIVED DATE:

ACCEPTANCE DATE:
LAST ACTION DATE:

PAYMENT DUE DATE:
ACTUAL PAYMENT DATE:

VOUCHER NUMBER:

TRACE NUMBER:
CHECK NUMBER:

CURRENCY: US DOLLARS
PROCESSING SITE: ST LOUIS MISSOURI
DSSN: 5570

Detail Report

myInvoice Detail Report

CONTRACT: W9124D07A0004
DELIVERY ORDER: 0010

STATUS: SCHEDULED FOR PAYMENT

INVOICE: 608519
SHIPMENT:

REASON:
REMARKS:

CLIN:
ACRN:

FUEL LIFT DATE:
QUANTITY PAID:

INVOICE AMOUNT: 17,126.60
FREIGHT: 0.00

UNIT PRICE:
UM:

INTEREST: 0.00
DISCOUNT: 0.00

ISSUE DATE:
RECEIVED DATE:

TAX WITHHELD: 0.00
ADJUSTMENT1: 0.00

ACCEPTANCE DATE:
LAST ACTION DATE:

ADJUSTMENT2:
INVOICE AMOUNT PAID: 17,126.60

PAYMENT DUE DATE:
ACTUAL PAYMENT DATE:

CHECK/EFT AMOUNT: 17,126.60
INTEREST REASON:

VOUCHER NUMBER:

ADJUSTMENT REASON1:
ADJUSTMENT REASON2:

TRACE NUMBER:
CHECK NUMBER:

CAGE:
DUNS:

CURRENCY: US DOLLARS
PROCESSING SITE: ROME NEW YORK
DSSN: 5570

PAYEE NAME:
ADDRESS:

Report by Contract/Invoice/Shipment

Enter none, some, or all criteria in the Contract, Delivery Order, Invoice, and Shipment Numbers fields.

E-mail Assistance

If assistance is required after requesting a report, select E-mail Assistance and mail questions to Customer Service.

Integrity - Service - Innovation

E-mail Assistance

Choose the appropriate customer service office from the drop down list.

Customers should provide as much information as possible to assist Customer Service for research.

Vendor Pay Information System (VPIS) Download

Mirrors the legacy VPIS download file format. Only the download option is available.

Status by Last Action Date

Note: Only MOCAS, AVEDS, FAS and Navy ERP provide data in the Last Action Date field.

Enter Last Action Dates (DD-MON-YYYY), or use the arrows to choose from the calendar.

Load Status Report (Vendor View)

Data Load

May 1, 2013

Date/Time file loaded (All times are Mountain Time)	System	Location
01-MAY-13 12:41 AM	AVEDS - Fuels	Columbus, OH
30-APR-13 06:40 PM	CAPS - Contract Pay	Columbus, OH
30-APR-13 06:40 PM	CAPS - Fuels	Columbus, OH
30-APR-13 06:40 PM	CAPS - Miscellaneous Pay	Columbus, OH
30-APR-13 06:40 PM	CAPS - Vendor Pay	Europe
30-APR-13 06:40 PM	CAPS - Vendor Pay	Indianapolis, IN
01-MAY-13 02:40 AM	CAPS - Vendor Pay	Japan
30-APR-13 10:10 PM	CAPS - Vendor Pay	Kansas City, MO
30-APR-13 10:10 PM	CAPS - Vendor Pay	Lexington, KY
30-APR-13 10:10 PM	CAPS - Vendor Pay	Orlando, FL
30-APR-13 10:10 PM	CAPS - Vendor Pay	Rock Island, IL
30-APR-13 10:11 PM	CAPS - Vendor Pay	Rome, NY
30-APR-13 10:11 PM	CAPS - Vendor Pay	San Antonio, TX
30-APR-13 10:11 PM	CAPS - Vendor Pay	St. Louis, MO
01-MAY-13 05:40 AM	DAI	Indianapolis, IN
01-MAY-13 02:10 AM	DEAMS	All Locations
30-APR-13 06:00 PM	Debt Application	Enduring Sites
30-APR-13 10:15 PM	EBS	Columbus, OH
01-MAY-13 04:15 AM	FABS	Columbus, OH
01-MAY-13 05:10 AM	FAS - Fuels	Columbus, OH
01-MAY-13 05:13 AM	GFEBS	All Locations
01-MAY-13 03:40 AM	IAPS - Vendor Pay	Columbus, OH
30-APR-13 03:40 PM	IAPS - Vendor Pay	Japan
01-MAY-13 05:11 AM	IAPS - Vendor Pay	Limestone, ME
01-MAY-13 03:10 AM	IAPS - Vendor Pay	Omaha, NE
01-MAY-13 05:40 AM	MOCAS - Interest	Columbus, OH
29-APR-13 01:21 AM	MOCAS - North (MOC H)	Columbus, OH
29-APR-13 01:12 AM	MOCAS - South (MOC G)	Columbus, OH
29-APR-13 01:26 AM	MOCAS - West (MOC L)	Columbus, OH
01-MAY-13 03:10 AM	Navy ERP	NAVAIR
01-MAY-13 04:12 AM	One Pay - Vendor Pay	All Locations
30-APR-13 05:10 PM	Returned Invoices - CAPS	Columbus, OH
30-APR-13 05:10 PM	Returned Invoices - EBS	Columbus, OH
30-APR-13 05:10 PM	Returned Invoices - Fuels	Columbus, OH
30-APR-13 08:18 PM	SAVES - Commissaries	Columbus, OH

myInvoice – Sample Debt Notice

Debtor: Company Name
P.O. Box
Columbus, Ohio 12345-6789

Bill of Collection: 12789356   **Contract**: XXXXXX-07-F-XXXX
Shipment: 8707   **Invoice**: DFAS8707
Cage Code: 55555
Reason for debt: Duplicate Payment
Original debt amt : 18,000.00
Principle: 14,000.00
Interest: 23.00   **Note**: Inte▆▆▆▆▆ 1/07/10
Penalty/Admin: 25.00

Balance due: 14,048.00

For additional information contact: Name: Smith Smith
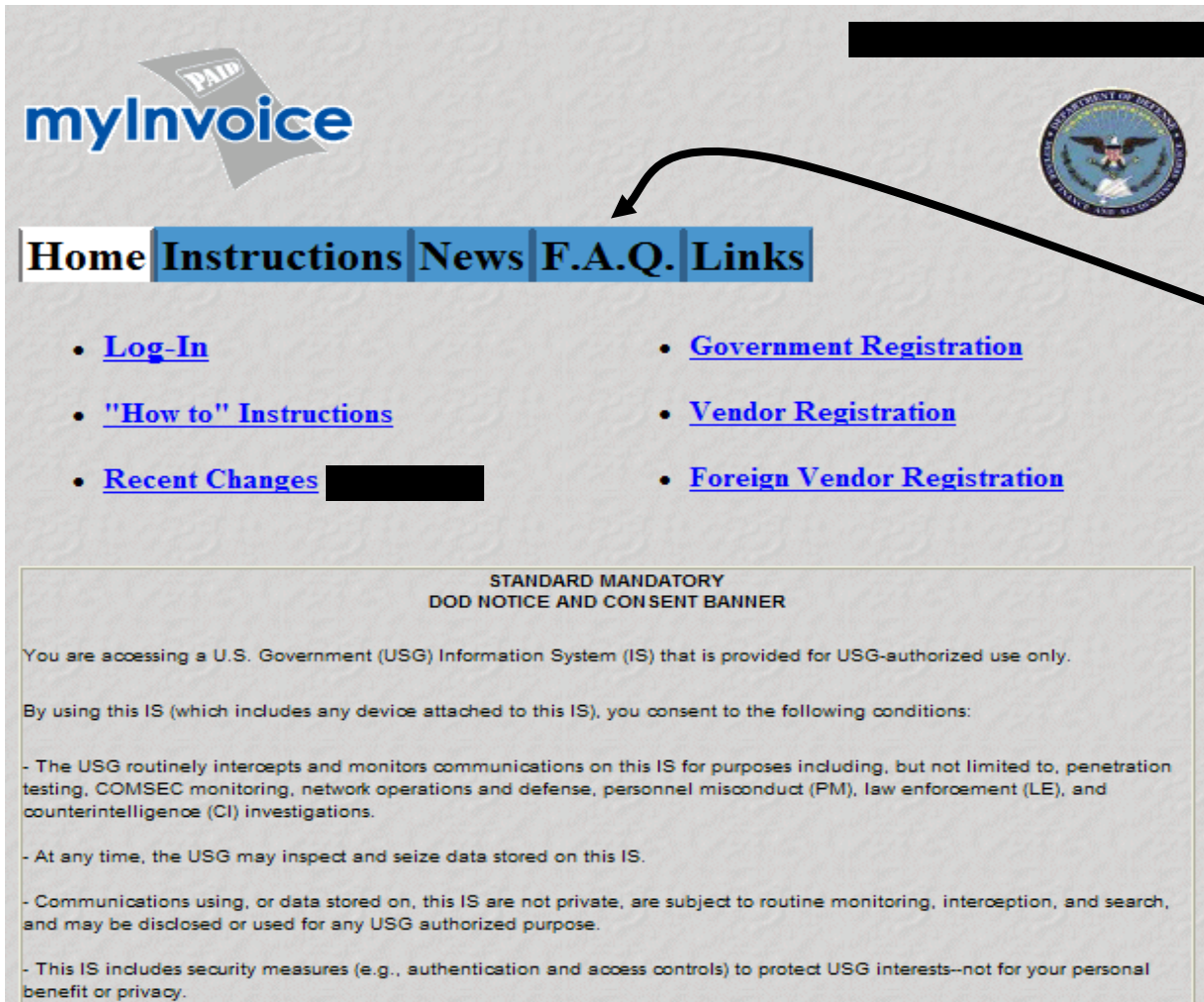   Phone: 111-111-1111
                                         e-Mail: smith.smith@dfas.mil
                                         Fax: 111-111-1101

To make a payment on-line: (link to ACCS – MOCAS only)
To make a payment via mail: (link opens remit address info)

NOTE: direct all inquiries about debts to the POC on the Debt Notice.

Customer Service and the myInvoice helpdesk are not equipped to answer debt related questions.

F.A.Q.

Check the Frequently Asked Questions (F.A.Q.) tab for tips on solving common problems like disabled User IDs, pop-up blockers, and downloading on a Windows XP PC.

myInvoice – Security Changes

- ✓ Password requirements to lengthen, strengthen and conform to DoD Policy

- ✓ User accounts are disabled after 30 days of non-use

- ✓ User accounts are deleted after 45 days of non-use

- ✓ Passwords must be changed at least every 60 days

- ✓ Login sessions are limited to one per user at any time (do not share User IDs; each person should have their own registration/User ID)

myInvoice -> Wide Area Workflow (WAWF)

- ✓ myInvoice functionality is scheduled to be subsumed by Wide Area Workflow (WAWF) in August 2014

- ✓ The Office of the Secretary of Defense (OSD) has requested this joint effort with DFAS, with WAWF being designated as the single face to industry

- ✓ myInvoice will run parallel with WAWF for approximately 6 months to ensure successful operations, then decommissioned

myInvoice – Statistics

- ✓ 13,500 users
  - Vendors – 9,500
  - Government users – 4,000

- ✓ 51 data files are sent to myInvoice each day
  - Over <u>4 million</u> records loaded daily

- ✓ Logins per month
  - 80,000

- ✓ More than 220,000 queries/reports requested monthly
  - Status and Date - 116,000
  - Contract, Invoice, Shipment - 37,000

Questions